



INCIDENT INVESTIGATION REPORT

TYPE OF INCIDENT (check one): Choking Elopement Fall Injury Aggression

Was this incident reported to BDDS? YES NO

If yes, IR #: _____ (Attach report.)

Was APS notified? YES NO

Participant Name: _____ Home Site: _____

Date of Incident: _____ Time: _____ AM PM Was 911 called? YES NO

Location of Incident: _____ Did the incident happen while on therapeutic leave? YES NO

Manager on Call: _____

Staff Present: _____

Other Witnesses: _____
(Attach all staff and witness statements.)

Describe the incident. *Include circumstances/activities prior to the incident, negative outcomes, ill effects or injuries sustained during the incident.*

Look for patterns. *Review the individual's recent history of incidents. Does this happen at a particular time or event? Pay attention to the staff that was present for/involved in previous incidents. Attach any pertinent information.*

Record the immediate actions taken. *Include treatment administered, emergency interventions (CPR, restraint, Heimlich, trip to ER), and strategies from risk plan/behavior support plan/PCISP.*

Is there currently a plan in place to address this issue? BSP HRP

Did staff follow the plan appropriately? YES NO

Plan to resolve. *List recommendations for future actions to be implemented in order to ensure safety of the individual and minimize the recurrence of the incident. Include any training and modifications to plans.*

Incident specific information to gather:

Elopement – *How long was the individual out of sight?*

Fall – *Include what caused the fall, and if applicable, the type of walking surface (carpet, gravel, grass).*

Was there any evidence of abuse or neglect? YES NO

(If yes, forward this report to Corporate Compliance Officer immediately for further investigation.)

Manager(s) Conducting Investigation:

Name: _____ Title: _____

Name: _____ Title: _____

Date Completed: _____

Supervisor Review Completed by: _____ Title: _____

All communication regarding this investigation must include the Program Manager, Director and Corporate Compliance Officer.